

THE ASSOCIATED PRESS

STYLEBOOK

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THE
ASSOCIATED PRESS
STYLEBOOK

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THIS book is for the guidance and benefit of those engaged in writing and preparing material for newspapers, and provides forms for presentation of the printed word.

It represents cooperation of the AP and UPI for the first time in an effort to standardize usages without limiting individual initiative or enterprise.

The effort in this book has been to provide generally applicable examples and to cover word combinations, slogans, phrases, etc., constantly being added to and becoming part of the language.

Where some point is not covered specifically, an authoritative reference work should be followed.

The Style Committee of The Associated Press Managing Editors Association, AP members, schools of journalism and the stylebooks of many newspapers all have contributed forms, ideas, suggestions and help in preparation of the book.

An insert may be printed and stapled in the center of this book to adjust usage to particular situations, unusual local spellings, to indicate variations from the common style, some points or subjects of particularly local application, business variations, goodwill admonitions.

To Members of The Associated Press:

THE reason for any stylebook is to provide a uniform presentation of the printed word.

This stylebook places no restriction on writing initiative.

The first stylebook in 1953 was a compromise of widely differing views of the membership. In 1960, at the suggestion of newspapers, The Associated Press and United Press International collaborated on a common style for the news services.

When compilation of the stylebook was first undertaken, the membership responded with the cooperation that has been characteristic through the years. That cooperation continues every day.

More than a quarter of a million copies of The AP Stylebook have been distributed, attesting to the solid ground on which the cooperative effort was based.

We are appreciative of the hundreds of hours of effort by the membership and the Associated Press Managing Editors Association helping make this book the standard of excellence.

WES GALLAGHER
General Manager

Capitalization I

1.1 CAPITALIZE titles preceding a name: Secretary of State John Foster Dulles. LOWER CASE title standing alone or following a name: John Foster Dulles, secretary of state. EXCEPTION: Incumbent president of the United States is always capitalized. Do not capitalize candidate for president, no president may seize, etc.

1.2 CAPITALIZE government officials when used with name as title: Queen Elizabeth II, Premier Debre, etc. LOWER CASE when standing alone or following a name: Debre, premier of France.

1.3 CAPITALIZE Pope in all usage; pontiff is lower case.

1.4 CAPITALIZE foreign religious leader titles Imam, Patriarch, etc., but LOWER CASE standing alone or following a name. EXCEPTION: Pope and Dalai Lama, capitalized in all usage. (See Section VIII)

1.5 CAPITALIZE titles of authority before name but LOWER CASE standing alone or following a name: Ambassador John Jones; Jones, ambassador; the ambassador. (See 1.12, 3.31)

1.6 Long titles should follow a name: John Jones, executive director of the commercial department of Blank & Co. Richard Roe, secretary-treasurer, Blank & Co. (See 6.5)

1.7 LOWER CASE occupational or "false" titles such as day laborer John Jones, rookie left-handed pitcher Bill Wills, defense attorney John Jones. (See 2.14)

1.8 CAPITALIZE Union, Republic, Colonies referring to the United States; Republic of Korea, French Fifth Republic. (See 2.12)

1.9 CAPITALIZE U.S. Congress, Senate, House, Cabinet; Legislature when preceded by name of state; City Council; Security Council. LOWER CASE when standing alone: The legislature passed 300 bills.

The building is the Capitol, the city is capital.

Do not capitalize "congress" when it is used as a synonym for convention. (See 1.20)

1.10 CAPITALIZE committee in full names: Senate Judiciary Committee, House Ways and Means Committee, etc. **LOWER CASE** "sub-committee" in titles and standing alone, also "committee" standing alone.

In some shortened versions of long committee names, do not capitalize: Special Senate Select Committee to Investigate Improper Labor-Management Practices often is rackets committee, not capitalized.

1.11 CAPITALIZE full titles: Interstate Commerce Commission, New York State Thruway Authority, International Atomic Energy Authority, etc., **LOWER CASE** authority, commission, etc., standing alone. (See 2.1)

1.12 CAPITALIZE Supreme Court, Juvenile Court, 6th U.S. Circuit Court of Appeals, etc. (See 4.2) Specify which U.S. Court such as district, patent, tax, etc. It is Juvenile Court Judge John Jones and not Juvenile Judge John Jones.

1.13 CAPITALIZE Social Security (Administration, Act) when referring to U.S. system: He was receiving Social Security payments. **LOWER CASE** use in general sense: He was an advocate of social security for old age.

1.14 CAPITALIZE U.S. armed forces: Army (USA), Air Force (USAF), Navy (USN), Marines (USMC), Coast Guard, National Guard but **LOWER CASE** all foreign except Royal Air Force (RAF) and Royal Canadian Air Force (RCAF); French Foreign Legion, no abbreviation.

CAPITALIZE Marine, Coast Guardman, Swiss Guard, Evzone, Bengal Lancer, etc. **LOWER CASE** soldier, sailor, etc. **NOTE:** It is Coast Guardman (no "s") if member of U.S. Coast Guard.

CAPITALIZE Irish Republican Army (political). (See 1.20)

1.15 CAPITALIZE Joint Chiefs of Staff but **LOWER CASE** chiefs of staff.

1.16 CAPITALIZE holidays, historic events, ecclesiastical feasts, fast days, special events, hurricanes, typhoons, etc. Mothers Day, Labor Day, Battle of the Bulge, Good Friday, Passover, Christmas, Halloween, National Safety Week, Hurricane Hazel, Typhoon Tilda, New Year's (Day, Eve) but **LOWER CASE:** What will the new year bring? At the start of the new year, etc.

1.17 CAPITALIZE Antarctica, Arctic Circle but not antarctic or arctic.

1.18 CAPITALIZE specific regions: Middle East, Mideast, Middle West, Midwest, Upper Peninsula (Michigan), Southern (Illinois, California) Texas (Oklahoma) Panhandle, Orient, Chicago's near South Side, Loop, etc.

1.19 CAPITALIZE ideological or political areas: East-West, East Germany, West Germany. **LOWER CASE** mere direction: Snow fell in western North Dakota.

1.20 CAPITALIZE political parties and members but not "party." Democrat, Democratic, Republican, Socialist, Independent, Nationalist, Communist, Congress (India) etc. **LOWER CASE** democratic form of government, republican system, socialism, communism, etc.

CAPITALIZE Red when used as political, geographic, military, etc., descriptive.

LOWER CASE nationalist in referring to a partisan of a country.

CAPITALIZE Algerian Liberation Front (FLN) and Irish Republican Army (IRA). (See 1.14)

1.21 CAPITALIZE names of fraternal organizations: B'nai B'rith (no abbreviation), Ancient Free & Accepted Masons (AF&AM), Knights of Columbus (K. of C. as departure from 2.1). (See 2.5)

1.22 CAPITALIZE Deity and He, His, Him denoting Deity but not who, whose, whom. **CAPITALIZE** Talmud, Koran, Bible and all names of the Bible, confessions of faith and their adherents. (See Section VIII)

CAPITALIZE Satan and Hades but not devil and hell.

1.23 CAPITALIZE Civil War, War Between the States, Korean War, Revolution (U.S. and Bolshevik), World War I, World War II, etc.

1.24 CAPITALIZE names of races: Caucasian, Chinese, Negro, Indian, etc. **LOWER CASE** black, white, red (See 1.20), yellow. Do NOT use "colored" for Negro except in National Association for the Advancement of Colored People. Colored is correct in African usage.

Identification by race should be made when it is pertinent.

1.25 CAPITALIZE common noun as part of formal name: Hoover Dam, Missouri River, Barr County Courthouse. **LOWER CASE** dam, river, courthouse, etc., standing alone. **CAPITALIZE** Empire State Building, Blue Room, Carlton House (hotel), Carlton house (home), Wall Street, Hollywood Boulevard. (See 4.1)

Plurals would be: Broad and Main streets.

1.26 CAPITALIZE species of livestock, animals, fowl, etc., but **LOWER CASE** noun: Airedale, terrier, Percheron, horse; Hereford, whiteface, etc.

1.27 CAPITALIZE names of flowers: Peace rose, etc. If Latin generic names are used **CAPITALIZE** the genus (camellia, *Thea japonica*).

1.28 CAPITALIZE trade names and trademark names: Super Sabre Jet, Thunderjet, but Boeing 707 jet (jet descriptive, not part of name), Pan Am Clipper.

"Coke" is a registered trademark of Coca-Cola and is not a synonym for soft drinks. "Thermos" is a registered trademark. Use vacuum bottle (flask, jug) instead.

Use generic, or broad, term preferably in all trademark names.

1.29 Some proper names have acquired independent common meaning and are not capitalized. They include paris green, dutch door, brussels sprouts, etc. Check dictionary.

1.30 CAPITALIZE titles of books, plays, hymns, poems, songs, etc., and place in quotation marks: "The Courtship of Miles Standish." (See 3.26)

The words a, in, of, etc., are capitalized only at the start or end of a title: "Of Thee I Sing" and "All Returns Are In" as examples.

1.31 CAPITALIZE first word of a quotation making a complete sentence after a comma or colon: Franklin said, "A penny saved is a penny earned." (See 3.16)

1.32 CAPITALIZE names of organizations, expositions, etc., Boy Scouts, Red Cross, World's Fair, Iowa State Fair but **LOWER CASE** scout, fair standing alone.

1.33 CAPITALIZATION of names should follow the use of preference of the person. In general, foreign particles are lower case when used with a forename, initials or title: Charles de Gaulle, Gen. de Gaulle, but De Gaulle without forename or title. (See 3.5, 6.4)

In anglicized versions the article usually is capitalized: Fiorello La Guardia.

It is E. I. du Pont de Nemours and Du Pont; Irene du Pont but Samuel F. Du Pont (his usage).

1.34 CAPITALIZE fanciful appellations: Buckeye State, Leatherneck, Project Mercury, Operation Deep Freeze (Deepfreeze, one word, is trademark.)

1.35 CAPITALIZE decorations, awards, etc. Medal of Honor, Nobel Peace Prize.

Abbreviations II

2.1 First mention of organizations, firms, agencies, groups, etc., should be spelled out. Exception: AFL-CIO. In names that do not have commonly known abbreviations, the abbreviation should be bracketed after the spelled name. Thereafter in the story the abbreviation may be used. Example:

The desire was expressed in the Inter-American Economic and Social Council (IA-ECOSOC) of the Organization of American States (OAS) in considering the European Economic Cooperation Organization (ECCO).

Distant Early Warning line (DEW line).

General Agreement of Tariffs and Trade (GATT).

2.2 ABBREVIATE time zones, airplane designations, ships, distress call, military terms, etc. EDT, CST, MIG17, B60, Military Police (MP), absent without official leave (AWOL), SOS (but May Day), USS Iowa, SS Brasil. (See 3.3, 10.12, 6.15)

2.3 ABBREVIATE business firms: Warner Bros.; Brown Implement Co.; Amalgamated Leather, Ltd.; Smith & Co., Inc. (See 3.40)

2.4 ABBREVIATE St., Ave., Blvd., Ter., in addresses but not Point, Port, Circle, Plaza, Place, Drive, Oval, Road, Lane. Examples:

16 E. 72nd St. (single "E" with period); 16 Gregory Ave. NW (no periods in "NW"); Sunset Boulevard, Main Street, Fifth Avenue (no addresses. (See 1.25, 4.1)

2.5 Lower case abbreviations usually take periods. The rule of thumb is if the letters without periods spell words, periods are needed. Examples: c.o.d., f.o.b., etc. However, m.p.h., a.m., p.m.

Periods are not needed in 35mm (film), 105mm (armament), ips (tape recording).

In news stories first mention of speed should be "miles an hour" or "miles per hour" and thereafter in story use m.p.h.

ABBREVIATE versus as vs. (with period).

2.6 ABBREVIATE states which follow cities (towns, villages, etc.), airbases, Indian agencies, national parks, etc. (See 3.23)

2.7 Standard abbreviations for states (rule of thumb is abbreviate none of six letters or less except Texas) :

Ala.	Ill.	Miss.	N.M.	Tenn.
Ariz.	Ind.	Mo.	N.Y.	Tex.
Ark.	Kan.	Mont.	Okla.	Vt.
Calif.	Ky.	Neb.	Ore.	Va.
Colo.	La.	Nev.	Pa.	Wash.
Conn.	Md.	N.C.	R.I.	Wis.
Del.	Mass.	N.D.	S.C.	W.Va.
Fla.	Mich.	N.H.	S.D.	Wyo.
Ga.	Minn.	N.J.		

Do not abbreviate Alaska, Hawaii, Idaho, Iowa, Ohio, Maine or Utah.

All states are spelled standing alone: He went to Minnesota at the turn of the century.

2.8 ABBREVIATIONS:

C.Z.	P.R.	V.I.	Alta.	B.C.	Man.	N.S.
Que.	Ont.	Sask.	Nfld.	N.B.	B.W.I.	P.E.I.

but obscure ones should be spelled in story, such as Prince Edward Island, etc.

2.9 B.C. as abbreviation of Canadian province must be preceded by town name; B.C., the era, must be preceded by a date.

2.10 ABBREVIATE U.S.S.R. and U.A.R. in datelines.

2.11 ABBREVIATE United Nations and United States in titles: U.S. Junior Chamber of Commerce (Jaycees as exception in abbreviation by letters), U.N. Educational, Scientific and Cultural Organization (UNESCO). (See 2.1, 3.3)

2.12 Spell United States and United Nations when used as a noun. U.S.A. and U.N. as nouns may be used in texts or direct quotations.

2.13 ABBREVIATE and capitalize religious, fraternal, scholastic or honorary degrees, etc., but lower case when spelled: B.A., bachelor of arts. (See 8.4)

2.14 ABBREVIATE titles and capitalize: Mr., Mrs., M., Mlle., Dr., Prof., Sen., Rep., Asst., Lt. Gov., Gov. Gen., Supt., Atty. Gen., Dist. Atty., in titles before names but not after names. Do not abbreviate attorney in: The statement by defense attorney John Jones, etc. (See 1.7)

2.15 Mr. is used only with Mrs., or with clerical titles (except in texts or verbatim quotes). (See 8.4, 8.9, 8.10)

2.16 Do NOT abbreviate port, association, point, detective, department, deputy, commandant, commodore, field marshal, general manager, secretary-general, secretary, treasurer, fleet admiral or general of the armies (but Adm. Nimitz or Gen. Pershing is correct). (See 2.21)

Do NOT abbreviate "guaranteed annual wage" and do NOT abbreviate Christmas.

2.17 ABBREVIATE months when used with dates: Oct. 12, 1492; but spell out otherwise as October 1492. Abbreviations for months are Jan., Feb., Aug., Sept., Oct., Nov., Dec. Do not abbreviate March, April, May, June or July except in tabular or financial routine where the abbreviations are Mar, Apr, Jun, Jly and spell May.

2.18 Days of the week are abbreviated only in tabular matter or financial routine where they are Mon, Tue, Wed, Thu, Fri, Sat, Sun. The proper word division for Wednesday is: Wednes-day.

2.19 ABBREVIATE St. and Ste. as in Sault Ste. Marie, St. Louis, St. Lawrence, etc. (except Saint John, N.B.). Abbreviate the mountain but spell the city: Mt. Everest, Mount Vernon; Abbreviate army post but spell city: Ft. Sill, Fort Meyer.

2.20 Do not abbreviate Alexander, Benjamin, Charles, Frederick, William, etc., as Alec, Alex, Ben., Benj., Chas., etc., unless person does so himself. Follow person's preference.

2.21 Military abbreviations:

ARMY

General	Gen.
Lieutenant General	Lt. Gen.
Major General	Maj. Gen.
Brigadier General	Brig. Gen.
Colonel	Col.
Lieutenant Colonel	Lt. Col.
Major	Maj.
Captain	Capt.
Lieutenant	Lt.
Chief Warrant Officer	CWO
Warrant Officer	WO
Sergeant Major	Sgt. Maj.
Specialist Nine	Spec. 9
Master Sergeant	M. Sgt.
First Sergeant	1st. Sgt.
Specialist Eight	Spec. 8
Platoon Sergeant	Platoon Sgt.
Sergeant First Class	Sgt. 1.C.
Specialist Seven	Spec. 7
Staff Sergeant	S. Sgt.
Specialist Six	Spec. 6
Sergeant	Sgt.
Specialist Five	Spec. 5
Corporal	Cpl.
Specialist Four	Spec. 4
Private First Class	Pfc.
Private	Pvt.
Recruit	Ret.

NAVY, COAST GUARD

Admiral	Adm.
Vice Admiral	Vice Adm.
Rear Admiral	Rear Adm.
Commodore	Commodore
Captain	Capt.
Commander	Cmdr.
Lieutenant Commander	Lt. Cmdr.
Lieutenant	Lt.
Lieutenant Junior Grade	Lt. (j.g.)
Ensign	Ens.
Commissioned Warrant Officer	CWO
Warrant Officer	WO
Master Chief Petty Officer	M.CPO
Senior Chief Petty Officer	S.CPO
Chief Petty Officer	CPO
Petty Officer 1st Class	PO 1.C.
Petty Officer Second Class	PO 2.C.
Petty Officer Third Class	PO 3.C.
Seaman	Seaman
Seaman Apprentice	Seaman Appren.
Seaman Recruit	Seaman Ret.

MARINE CORPS

Commissioned officers are abbreviated the same as Army, warrant officers the same as Navy. Noncommissioned designations are the same as Army except specialist and: Master Gunnery Sergeant Mgy. Sgt. Gunnery Sergeant Gunnery Sgt. Lance Corporal Lance Cpl.

AIR FORCE

Air Force commissioned officers are abbreviated the same as Army. Noncommissioned designations include:

Chief Master Sergeant	CM. Sgt.
Senior Master Sergeant	SM. Sgt.
Master Sergeant	M. Sgt.
Technical Sergeant	T. Sgt.
Staff Sergeant	S. Sgt.
Airman 1st Class	Airman 1.C.
Airman 2nd Class	Airman 2.C.
Airman 3rd Class	Airman 3.C.
Airman Basic	Airman

The Air Force also may designate certain other descriptions as radarman, navigator, etc., but such designations are not abbreviated.

The Navy has numerous ratings such as machinist, torpedoman, etc., and they are not abbreviated.

The Army, Coast Guard and Marine Corps also may describe personnel by specific duty in addition to rank.

Note: The period is used in several abbreviations, such as Spec. 1.C., in Teletypesetter in the absence of the diagonal or slash mark.

Punctuation III

Punctuation in printing serves the same purpose as voice inflection in speaking. Proper phrasing avoids ambiguity, insures clarity and lessens need for punctuation.

THE PERIOD

3.1 The period is used after a declarative or imperative sentence: The facing is Vermont marble. Shut the door.

The period is used after a question intended as a suggestion: Tell how it was done.

The period is used in summary form:

1. Korean War. 2. Domestic policy. A. Punctuate properly. B. Write simply.

3.2 The period is used for ellipsis and in some columnist material. Ellipsis: The combine . . . was secure.

Column: Esther Williams gets the role. . . . John Hay signed a new contract. Rephrasing to avoid ellipses is preferable.

3.3 The period is used in abbreviations: U.S., U.N., c.o.d., etc. (See Section II for variations)

3.4 The period separates integer and decimal: 3.75 per cent; \$8.25; 1.25 meters. (See 7.1, 7.2, 7.5, 7.7)

3.5 The period is omitted after a letter casually used as a name, and where a person omits the period in his name:

A said to B that he was not watching.

Herman B Wells (his usage). (See 1.33)

THE COMMA

3.6 The comma separates words or figures:

What the solution is, is a question.

Aug. 1, 1960. 1,234,567

The comma serves in a series:

The woman was short, slender, blonde, well-dressed and old.

x, y and z. 1, 2 and 3.

The Selma, Ala., group saw the governor.

3.7 Do not use comma before "of": Brown of Arkadelphia.

3.8 Newspaper usage has, in most cases, eliminated the comma before "and" and "or" but this practice does not lessen the need for the mark in:
Fish abounded in the lake, and the shore was lined with deer.

3.9 The comma is used to set off attribution: The work, he said, is exacting. It is used in scores: Milwaukee 6, St. Louis 5.

3.10 The comma is used to separate in apposition or contrast:
Smithwick, the favorite, won handily.
But: The car that failed had been ahead.

3.11 The comma is omitted before Roman numerals, Jr., Sr., the ampersand, dash, in street addresses, telephone numbers and serial numbers: Louis XVI, John Jones Jr., Smith & Co., ORegon 3-3617, 12345 Oak St., A1234567. (See 4.4)

THE SEMICOLON

3.12 The semicolon separates phrases containing commas to avoid confusion, and separates statements of contrast and statements too closely related:

The draperies, which were ornate, displeased me; the walls, light blue, were pleasing.

The party consisted of B. M. Jordan; R. J. Kelly, his secretary; Mrs. Jordan; Martha Brown, her nurse; and three servants. (Without the semicolons, that could be read as nine persons.)

THE APOSTROPHE

3.13 The apostrophe indicates the possessive case of nouns, omission of figures, and contractions.

Usually the possessive of a singular noun not ending in "s" is formed by adding the apostrophe and "s"; the plural noun by adding the "s" and then the apostrophe: boys' wear, men's wear.

The apostrophe also is used in the plural possessive "es"; Joneses' house.

The "s" is dropped and only the apostrophe used in "for conscience' sake" or in a sibilant double or triple "s" as "Moses' tablet."

In single letters: A's.

3.14 The apostrophe is used in contractions: I've, isn't; in omission of figures: '90, '90s, class of '22. (See 4.3)

3.15 The apostrophe use or lack of should follow the official name of group, institution, locality, etc.: Johns Hopkins University, Actors Equity Association, Court of St. James's (variation of possessive ending).

THE COLON

3.16 The colon precedes the final clause summarizing prior matter; introduces listings, statements and texts; marks discontinuity, and takes the place of an implied "for instance":

The question came up: What does he want to do? (See 1.31)

States and funds allotted were: Alabama \$6,000; Arizona \$4,000, etc.

3.17 The colon is used in clock time: 8:15 p.m. (See 4.9)

3.18 The colon is used in Bible and legal citations:
Matt 2:14. Missouri Statutes 3: 245-260.

THE EXCLAMATION POINT

3.19 The exclamation point is used to indicate surprise, appeal, incredulity or other strong emotion:

How wonderful! What! He yelled, "Come here!"

THE QUESTION MARK

3.20 The question mark follows a direct question, marks a gap or uncertainty and in the latter use is enclosed in parentheses:

What happened to Jones?

It was April 13 (?) that I saw him.

The mark also is used in public proceedings, interviews, etc.:

Q. Were you there? A. I don't recall.

Exception: Where, in interviews, the question or answer is of some length, it is preferable to paragraph both Q. and A.

PARENTHESES

3.21 Parentheses set off material, or an element of a sentence.
It is not the custom (at least in the areas mentioned) to stand at attention.

3.22 Where location identification is needed but is not part of the official name: The Springfield (Ohio) Historical Society edition, etc. It is not necessary to bracket: The Springfield, Ohio, area population, etc.

3.23 Parentheses are not used around political-geographical designation: Sen. Theodore Francis Green, D-R.I., and Rep. Charles A. Halleck, R-Ind., were invited. (See 2.6)

3.24 Parentheses set off letters or figures in a series: The order of importance will be (a) general acceptance, (b) costs, and (c) opposition.

3.25 Where part of a sentence is parenthetical and the punctuation mark comes at the end of the sentence it goes outside:

He habitually uses two words incorrectly (practical and practicable).

Ordinarily the mark goes inside: (The foregoing was taken from an essay.)

Several paragraphs of parenthetical matter start with the opening mark on each paragraph and the final paragraph is ended with a closing parenthesis with the punctuation inside.

QUOTATION MARKS

3.26 Quotation marks enclose direct quotations; are used around phrases in ironical uses; around slang expressions; misnomers; titles of books, plays, poems, songs, lectures or speeches when the full title is used; hymns; movies; TV programs, etc. (See 1.30, 10.14)

3.27 Use quotation marks instead of parentheses around nicknames apart from the name: Smith, who weighed 280, was called "Slim."
Harold "Red" Grange.

The comma and period are placed inside the quotation marks. Other punctuation is placed according to construction:

Why call it a "gentlemen's agreement"?

The sequence in multiple quotations:

"The question is 'Does his position violate the "gentlemen's 'post-haste' agreement'" so eloquently described by my colleague as "tommyrot"?"

THE DASH

3.28 The dash indicates a sudden change. Examples:
He claimed—no one denied it—that he had priority.

It can be used instead of parentheses in many cases: 10 pounds—\$28—paid.

If that man should gain control—God forbid!—our troubles will have only begun.

The monarch—shall we call him a knave or a fool?—approved it.

3.29 The dash is used after the logotype and before the first word of a story:

NEW YORK (logotype)—Mayor, etc.

3.30 The dash also is used as the minus sign in temperatures to indicate below-zero temperature: Duluth -12.

PUNCTUATION

THE HYPHEN

3.31 The hyphen is one of the least correctly used, and most abused, marks. It is used properly to form compound words, to divide words in composition, in figures, in some abbreviations, and to separate double vowels in some cases.

The general rule for hyphens is that "like" characters take the hyphen, "unlike" characters do not.

A-bomb, U-boat, 20-20 vision, 3D, B60, MIG17, 3-2 (odds and scores), secretary-treasurer, south-southwest, north-central.

Exception: 4-H Club.

3.32 Adjectival use must be clear. (See 5.6)

The 6-foot man eating shark was killed (the man was).

The 6-foot man-eating shark was killed (the shark was).

3.33 Suspensive hyphenation:

The A- and H-bombs were exploded.

The 5- and 6-year-olds attend morning classes.

3.34 Ordinarily in prefixes ending in vowels and followed by the same vowel, the hyphen is used: pre-empt, re-elect. (Check dictionary for exceptions such as cooperate, coed, coordinates, etc.)

3.35 NEVER use the hyphen with adverb ending in "ly" such as badly damaged, fully informed, newly chosen, etc.

3.36 The hyphen also serves to distinguish meaning of similarly spelled words: recover, re-cover; resent, re-sent.

3.37 The hyphen also separates a prefix from a proper noun: pre-Raphaelite, un-American, etc.

3.38 The prefix "ex" is hyphenated: ex-champion.

3.39 The hyphen has been abandoned in newspaper usage in weekend, worldwide, nationwide, etc.

THE AMPERSAND

3.40 The ampersand is used in abbreviations and firm names: Jones & Co., AT&T, etc. (See 2.3)

Numerals IV

In general, spell below 10, use numerals for 10 and above.

4.1 Numerals are used exclusively in tabular and statistical matter, records, election returns, times, speeds, latitude and longitude, temperatures, highways, distances, dimensions, heights, ages, ratios, proportions, military units, political divisions, orchestra instruments, court districts or divisions, handicaps, betting odds and dates (Fourth of July and July Fourth acceptable).

Use figures in all man or animal ages. Spell under 10 for inanimates: four-mile-trip, four miles from the center, etc.

Exceptions Fifth Avenue, Fifth Republic of France (See 1.25, 2.4), Big Ten, Dartmouth eleven.

The forms: 3-year-old girl, the girl is 3, 5 feet 2, 5-foot-2 trench, Washington won, 6-3; \$10 shirt, seven-cent stamp, eight-hour day, five-day week, 60 cents (See 4.6), .38-caliber pistol.

6:30 p.m. or 6:30 o'clock Monday night (never 6:30 p.m. Monday night, or 6:30 p.m. o'clock). (See 6.15)

The vote was 1,345 for and 1,300 against.

The ratio was 6 to 4, but the 6-4 ratio.

It is 20th century but Twentieth Century Limited (train).

In series, keep the simplest related forms:

There are 3 ten-room houses, 1 fourteen-room house, 25 five-room houses and 40 four-room houses in the development.

\$4 million but four million persons—the \$ is equivalent of second numeral.

4.2 Numerals: 6th Fleet, 1st Army, 2nd Division, 10th Ward, 22nd District, 8th U.S. Circuit Court of Appeals.

Arabic numerals for spacecraft, missiles, etc.

4.3 Casual numbers are spelled:

A thousand times no! Gay Nineties. (See 3.14)

Wouldn't touch it with a ten-foot pole (but: The flag hung from a 10-foot pole—an exact measure).

4.4 Roman numerals are used for personal sequence, Pope, war, royalty, act, yacht and horse: John Jones III (some may prefer and use 3rd), Pope John XXIII, World War I, King George V, Act II, Shamrock IX, Hanover II. (See 3.11)

4.5 Highways: U.S. 301, Interstate 90, Illinois 34.

4.6 In amounts of more than a million, round numbers take the dollar sign and million, billion, etc., are spelled. Decimalization is carried to two places: \$4.35 million.

Exact amounts would be: \$4,351,242.

Less than a million the form: \$500, \$1,000, \$650,000, etc.

The same decimalization form is used for figures other than money such as population, automobile registration, etc. (See 4.1)

Spell "cents" in amounts less than a dollar. (See 4.1, 7.5)

See Section VII for exceptions in market routine.

In ranges: \$12 million to \$14 million (or billion) not \$12 to \$14 million (or billion).

4.7 The English pound sign is not used. Spell "pounds" after figures and convert to dollars. (See 3.28)

4.8 Fractions in Teletypesetter are confined to matrices of 8ths: $\frac{1}{8}$, $\frac{1}{4}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, $\frac{7}{8}$. Other fractions require the hyphen 3-16, 9-10, 1-3, etc.

Fractions used alone are spelled: three-fourths of a mile.

If the diagonal or slash (/) is incorporated in Teletypesetter operation, that symbol will replace the hyphen in fractions other than 8ths. The "plus" sign now occupies that casting-machine channel in the agate font and the hyphen will continue to be used in the agate font for fractions other than 8ths.

Stories dealing with percentages use figures; an isolated one-time reference under 10 is spelled as: four per cent of the population is illiterate.

4.9 Time sequences are given in figures: 2:30:21.6 (hours, minutes, seconds, tenths). (See 3.17)

4.10 Metric measurements use the comma in three-figure sequences except that kilocycles and meters in electronics are printed solid unless 10ths are included and the 10ths are set off by a period.

4.11 Serial numbers are printed solid: A1234567.

4.12 Write it No. 1 boy. No. 2 candidate, etc.

Spelling V

The first preference in spelling is the short version in Webster's New International Dictionary with exceptions as given in this section; the U.S. Postal Guide; The U.S. Board of Geographic Names and National Geographic Society with exceptions as given in this section. The news services have agreed on some spellings where authorities do not agree.

5.1 The following list includes agreed spellings:

Algiers	Cologne	Kingstown	Romania
Antioch	Copenhagen	Kurile	Rome
Antwerp	Corfu	Leghorn	Saint John, N.B.
Archangel	Corinth	Lisbon	St. John's, Nfld.
Athens	Dunkerque	Macao	Salonika
Baghdad	Florence	Madagascar	Sofia
Bangkok	Formosa Strait	Marseille	Taipei
Basel	Frankfurt	Mt. Sinai	Tehran
Bayreuth	Genoa	Mukden	Thailand
Beirut	Goteberg	Munich	Tiflis
Belgrade	Gulf of Riga	Naples	Turin
Bern	The Hague	North Cape	Valetta
Brunswick	Hamelin	Nuernberg	Mt. Vesuvius
Bucharest	Hannover	Peking	Vietnam
Cameroon	Hong Kong	Pescadores I.	Warsaw
Cape Town	Jakarta	Prague	Wiesbaden
Coblentz	Katmandu	Rhodes	Zuider Zee

5.2 Where old and new names are used, or where quoted material uses a different form, one is bracketed: Formosa (Taiwan) ; Gdansk (Danzig), etc.

5.3 In Chinese names, the name after the hyphen is lower case: Chiang Kai-shek, Mao Tse-tung.

It is Peking People's Daily, People's Republic, etc.

5.4 Often used and frequently misspelled: (*preferred spelling)-

adviser	consul	hitchhiker	restaurant
accommodate	copilot	homemade	rock 'n' roll
anyone	copter	home town	schoolteacher
Asian flu	council	impostor	sit-down
ax	counsel	ionosphere	skillful
baby-sit	disc	isotope	strait jacket
baby sitter	drought	judgment	strong-arm
baby-sitting	drunken	jukebox	subpoena
baritone	employe*	kidnaping	swastika
blond, male	embarrass	likable	teen-age
blonde, female, hue	eyewitness	machine gun	under way
box office	fallout	missile	vacuum
box-office sales	fire fighter	naphtha	wash 'n' wear
cannot	fulfill	old-timer	weird
cave-in	goodby*	per cent	wheel chair
chauffeur	good will, noun	percentage	whisky
cigarette	goodwill, adj.	permissible	wiretapping
clue	hanged	post office	X ray, noun
consensus	harass	propeller	X-ray, adj.

Disc is a phonograph record, National Council of Disc Jockeys is the trade organization.

It is drunken driving.

Be sure of words ending in ise, ize, and yse.

It is GI and GIs for persons, GI's and GIs' for possessive.

A consonant after a vowel and ending in a final accented syllable is doubled: corral, corralled; transfer, transferred; canal, canalled.

A consonant is not doubled when the accent falls on an earlier syllable: total, totaled; kidnap, kidnaped; channel, channeled; cancel, canceled.

It is bus and buses—buss is not a vehicle.

5.5 In compounding, meaning should be the guide. A great grandfather means he is great; a great-grandfather is lineage. Three-piece suits at \$100 a piece would be \$300 each; three-piece suits at \$100 apiece would be \$100 each.

It is right-hander, right-handed, left-wing group, left-winger but the left wing of the party.

5.6 "Air" is solid in airplane, airline, airport, airwave, airship, etc. Some corporate names divide airline: Eastern Air Lines (EAL), United Air Lines (UAL).

5.7 Some of the general rules for prefixes and suffixes:

all (prefix) hyphenated: All-Star.
 ante, anti (prefix) solid: antebellum, antiaircraft—except in proper noun usage which is anti-American, etc.
 bi (prefix) solid: biennial, bifocal.
 co (prefix) usually solid: copilot, coed, etc.
 counter (prefix) solid; counterfoil, etc.
 down (prefix and suffix) solid: downstroke, touchdown.
 electro (prefix) solid: electrolysis.
 ex (prefix) hyphenated: ex-champion.
 extra (prefix) solid: extraterritorial.
 fold (suffix) solid: twofold
 goer (suffix) solid: churchgoer.
 in (prefix): insufferable; (suffix) hyphenated: stand-in
 infra (prefix) solid: infrared.
 inter (prefix) solid: interstate.
 intra (prefix) solid: intrastate, intramural.

multi (prefix) solid: multimillion, multifaced.
 non (prefix) solid: nonpartisan, nonsupport.
 out (prefix) hyphenated: out-talk, out-box.
 over (prefix and suffix) solid: overcome, pushover.
 post (prefix) solid: postwar (but it is post-mortem).
 pre (prefix) solid: predetermined, predawn.
 self (prefix) hyphenated: self-defense.
 semi (prefix) solid: semiannual.
 sub (prefix) solid: subzero.
 super (prefix) solid: superabundance, superman.
 trans (prefix) solid: transatlantic, transcontinental (but trans-Canada with proper noun of country).
 tri (prefix) solid: trifocal.
 ultra (prefix) solid: ultraviolet.
 un (prefix) solid: unshaven, unnecessary (but un-American with proper noun).
 under (prefix) solid: underground, underdog, undersold.
 uni (prefix) solid: unicolor.
 wide (suffix) solid: worldwide, nationwide.

Miscellaneous VI

6.1 Engine is correct, not motor, in aviation; twin-engine, six-engine, etc. Exception: Trimotor, an obsolete plane but it still occurs in news stories. In railroading, power plants are locomotives—electric, steam, diesel. Diesels also may be called units, or engines.

6.2 Jet planes are driven solely by turbine engines. If the jet engine turns a propeller, it is a turboprop. True jets include the Boeing 707, Douglas DC8, Convair 880, de Havilland Comet, French Caravelle and numerous military (naval) planes. Turboprops include Lockheed Electra, Fairchild F27, Bristol Britannia, Vickers Viscount.

Propeller-driven planes include Super Constellation C, Douglas DC6B, Boeing Stratocruiser.

Flier is an aviator, flyer is a train.

6.3 A wife becomes a widow on the death of her husband. It is redundant to say "widow of the late." "John Jones is survived by his widow" (not wife).

6.4 Include in first reference the first name and initials, or names or initials according to preference of person: Sen. Theodore Francis Green, D. H. Lawrence. (See 1.33, 9.7)

Correct spelling: Randolph McC. Pate. Howard McC. Snyder.

6.5 Long titles: (See 1.6)

International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers is shortened to Teamsters Union, and in subsequent references to Teamsters.

Cemetery Workers and Green Attendants Union of the Building Service Employees International Union is shortened to Cemetery Workers Union.

6.6 An automatic is not a revolver and vice versa, but "pistol" describes either. A bullet is the metal projectile of a cartridge which includes the propellant powder, casing and primer.

Shell describes military and naval or shotgun ammunition.

6.7 Weather: See Webster for Weather Bureau wind scale which has replaced the Beaufort wind scale.

Be certain in the use of tornado, cyclone, typhoon, monsoon, hurricane, etc. The U.S. Weather Bureau defines a blizzard:

"Generally when there are winds of 35 m.p.h., or more which whip falling snow, or snow already on the ground, and temperatures are 20 degrees above zero Fahrenheit, or lower.

"A severe blizzard is where winds are 45 m.p.h. or more, temperatures 10 degrees above zero or lower, and great density of snow either falling or whipped from the ground."

Neither is a hard and fast rule, the bureau says, because winds and temperatures may vary but blizzard-like conditions may prevail.

Rule of thumb: Do not call a snowstorm a blizzard unless the Weather Bureau describes it as such.

In weather stories, with addition of Alaska and Hawaii as states, it is incorrect to refer to highest or lowest temperatures "in the nation" if figures from those two states are not included. The Weather Bureau has a phrase to cover the omission: It refers to minimums and maximums in the "48 contiguous states."

6.8 There are policemen, detectives, deputies, investigators, etc., but not "lawmen."

6.9 Avoid making verbs out of nouns: shotgunned to death, suicided, etc.

Avoid trite phrases of dialect, especially "Sure and it was" and "begorra" etc., in March 17 stories.

If a record is set it is new—"new record" is redundant.

6.10 In describing someone or something from Washington, make clear it is the state or District of Columbia.

6.11 Fahrenheit is used most frequently to measure degrees of heat and cold. If centigrade occurs in foreign, or scientific, copy conversion to Fahrenheit is nine-fifths times centigrade plus 32.

The Kelvin scale of temperature will come into use oftener. Temperatures are referred to in this scale as "degrees absolute" or "degrees Kelvin." Absolute zero in the Kelvin scale is 460 degrees below Fahrenheit zero; 273 degrees below centigrade zero.

6.12 A knot is a unit of speed and is equivalent to 6,076.10 feet an hour. The knot is a nautical mile computed as the length of one minute of the meridian. To convert knots into approximate statute miles per hour, multiply knots by 1.15. It is incorrect to say "sailed 14 knots an hour."

6.13 Gross tonnage is a necessary part of any story dealing with commercial shipping as the accepted basic measurement of size. Naval vessels list "displacement tonnage."

6.14 Red-headed means a red head; red-haired means hair of that color. A person may be called a "red-head" jocularly but is not properly described as "red-headed."

6.15 It is not necessary to bracket time zones in ordinary happenings such as accidents, shootings, etc. It is sufficient to say something occurred at 11 p.m. (See 4.1)

Zone should be included in earthquakes, radio and TV broadcast times. Convert to EST.

Informative notes to editors giving times should include the zone.

6.16 G, G-force, is gravitational pull equal to about 32 feet per second, a second, in acceleration. Thus a flier (plane, rocket, etc.) subjected to a force of 5 G's is accelerating at five times the force of gravity at the earth's surface, or roughly at a 160-foot-a-second, per-second, rate.

6.17 Mach numbers refer to the speed of a body (aircraft, missile, etc.) in relation to the speed of sound. Mach 2 would be twice the speed of sound. A rule of thumb for speed of sound is 750 miles an hour at sea level, and 660 miles an hour at 30,000 feet.

6.18 Thrust is the measure of a driving force, or power, expressed in pounds. Jet engine and rocket powers are expressed in pounds. Thrust in pounds times speed in miles per hour divided by 375 converts thrust to horsepower.

Markets VII

7.1 Commodity routine consists of quotation material, stripped to bare essentials with most punctuation omitted. Dollar signs are not used in this routine. When quotations are less than a dollar, the decimal is not used. Range is indicated by the hyphen. The form:

Salable hogs 8,000; active and uneven, generally 75-1.00 higher on all weights; sows 50-75 higher; top 23.75 for short load; most good and choice 180-240 lb 23.00-23.50; 250-275 lb 22.00-22.75.

Wheat 1,534 cars; 1 lower to 3 higher; No 2 hard and dark hard 2.20½-2.30 (new) No 3 2.21-2.27 (new); No 2 red 2.19½-2.25N.

7.2 In newspaper stories, the dollar sign is used, also decimal:

Stock advances ranged from \$2 a share to more than \$5.50 in brisk trading. At the opening, some shares were down \$1 to \$1.25 but a surge of buying which put the ticker several minutes behind trading sent prices up.

Market page leads do not use the dollar sign. Increases or losses are told in points as: Brown Bros. was up 1 at 82¼.

Bonds are designated: 3s, 4½s, etc.

7.3 Abbreviations in routine, but not used in newspaper, roundups or market leads:

pt qt gal pk bu bbl lb

Letter designations in routine do not take periods: N (nominal); No (number); B (bid); A (asked).

7.4 Stories are carried when there is a change in dividend declarations—increased or decreased, passed or declared after having been passed. However, regular dividends of the large corporations are news—AT&T, U.S. Steel, General Motors, Ford, etc.

7.5 In reporting dividends, use the designation given by the firm (regular, special, extra, increased, interim, etc.) and show what was paid previously if there is no specified designation such as regular, quarterly, etc.

The story should say if there is a special, or extra, dividend paid with the regular dividend and include amount of previous added payments. The form:

Directors of the New Way Products Corp. voted a special dividend of \$1.90 a share, in addition to the regular \$1 dividend, both payable Sept. 15 to shareholders of record Aug. 25. A special dividend of 75 cents was paid June 15. (See 4.6)

When the usual dividend is passed, or reduced, some firms issue an explanatory statement, the gist of which should be included in the story.

7.6 News of corporate activities, and business and financial news should be stripped of technical terms. This does not apply to routine.

There should be some explanation of the firm's business (plastics, rubber, electronics, etc.) if there is no indication in the name of the nature of the business. The location of the firm should be carried.

Names of corporations are as important as those of individuals. Check New York Stock Exchange lists or Standard & Poor's Directory of Directors for correct names and spelling.

7.7 Corporate earnings are interesting chiefly because of net earnings, or losses. Net per common share always should be carried with comparison to the previous period specified. The form:

The ABC Co., automotive parts makers of Detroit, reported its net income for six months ending June 30 was \$18,456,301, equal to \$1.67 a common share. In the similar period last year net income was \$12,412,006 or \$1.03 a share.

Newsworthy earnings are carried in tabular form where several are available (after a dateline introduction). The form:

XYZ Corp. for six months ended June 30:

	1960	1959
Net income \$	1,378,933	x-452,881
Share	74 cents	
Sales	24,114,396	16,513,662
x-net loss		

Religious VIII

There is only one way to refer to confessions of faith and members and officials of them—the correct way. While general usage and correct titles of some of the faiths are listed in this section, some are not. In case of omission, or doubt, consult authoritative sources.

8.1 Members of communions of the National Council of the Churches of Christ in the United States of America—the official title which may be shortened to National Council of Churches—and others:

African Methodist Episcopal Church
African Methodist Episcopal Zion Church
American Baptist Convention
Antiochian Orthodox Catholic Archdiocese of Toledo, Ohio,
and Dependencies
Armenian Church, Diocese of America, Diocese of California
Christian Churches (Disciples of Christ), International Convention
Christian Methodist Episcopal Church
Church of the Brethren
Church of the New Jerusalem
The Episcopal Church
Evangelical United Brethren Church
Exarchate of the Russian Orthodox Church of North and South America
Friends United Meeting
Greek Orthodox Archdiocese of North and South America
Hungarian Reformed Church in America
Lutheran Church in America
The Methodist Church
Moravian Church in America
National Baptist Convention, U.S.A., Inc.
National Baptist Convention of America
Philadelphia Yearly Meeting of the Religious Society of Friends
Polish National Catholic Church of America
Presbyterian Church in the U.S.
Progressive National Baptist Convention, U.S.A., Inc.
Reformed Church in America
Romanian Orthodox Episcopate of America
Russian Orthodox Greek Catholic Church of America
Serbian Eastern Orthodox Church
Seventh Day Baptist General Conference
Syrian Antiochian Orthodox Church
Syrian Orthodox Church of Antioch
Ukrainian Orthodox Church of America
United Church of Christ
United Presbyterian Church in the U.S.A.

8.2 Other communions:

Roman Catholic Church
Church of Jesus Christ of Latter-day Saints (Mormon)
Church of Christ, Scientist
The Lutheran Church—Missouri Synod
Seventh-day Adventists
Southern Baptist Convention
Churches of Christ
Jehovah's Witnesses
Unitarian Universalist Association
Unity of the Brethren
The American Lutheran Church

8.3 Jewish groups are:

Union of American Hebrew Congregations (Reform)
United Synagogue of America (Conservative)
Union of Orthodox Jewish Congregations of America (Orthodox)
Rabbinical groups:
Central Conference of American Rabbis (Reform)
Rabbinical Assembly (Conservative)
Rabbinical Council of America (Orthodox)
Union of Orthodox Rabbis (Orthodox)

The Synagogue Council of America represents both congregational and rabbinical groups of Reform, Conservative and Orthodox Judaism.

Terminology of each group should be followed, also in naming the place of worship as a temple or synagogue. The generic term: Jewish house of worship.

8.4 In general, in writing of clergymen, the form:

The Rev. John Smith, the Rev. Mr. Smith. Do NOT use Rev. without "the" preceding it.

The Rev. Dr. John Jones, Dr. Jones.

8.5 Roman Catholic usage:

The Rev. John Smith, Father Smith.

The Rt. Rev. Msgr. John Jones, Msgr. Jones.

The Most Rev. John Jones, bishop of the Denver diocese: Bishop Jones.

Francis Cardinal Spellman, Cardinal Spellman.

A sister whose name is Jones is called by her church name, Sister Mary Joseph (or whatever) and never referred to as Sister Jones.

Mass is celebrated, said or read. High Mass is sung—never held. The Rosary is recited or said—never read.

8.6 Episcopal usage:

A deacon or priest is referred to as the Rev. John Jones or the Rev. Mr. Jones.

A dean is the Very Rev. John Jones, the Rev. Mr. Jones, or Dean Jones.

A bishop is the Rt. Rev. John Jones, the Rev. Mr. Jones or Bishop Jones.

Note: An Episcopalian is a member of the Episcopal Church. Some priests use the term "Father" which is permissible but not generally used.

8.7 Jewish usage:

Rabbi James Wise, Rabbi Wise, Dr. Wise (where degree is held).

Cantor Harry Epstein, Cantor Epstein.

Do not identify a rabbi as a "Reverend Doctor."

See dictionary for spelling of Jewish holidays.

8.8 Christian Science usage:

Practitioner, Lecturer, Reader.

Do not use Rev. in any form.

Reader John Jones of the First Church.

The Mother Church (Boston church only).

8.9 Methodist usage:

Pastor, Minister, Preacher, Bishop. Mr. with surname is acceptable. (See 2.15)

8.10 Lutheran usage:

In the United States: Pastor John Jones, Pastor Jones, Mr. Jones.

Scandinavian Lutheran usage follows the Episcopal form.

8.11 Latter-day Saints (Mormon) usage. (See 8.2 listing)

President David O. McKay, President McKay.

Elder Harold B. Lee, Elder Lee. Presiding Bishop LeGrand Richards, Bishop Richards.

Bishop Joseph L. Wirthlin of the Presiding Bishopric, Bishop Wirthlin.

Members of the church may be called Mormons.

8.12 It is incorrect to apply the term "church" to any Baptist unit except the local church. The organization of Southern Baptists is the Southern Baptist Convention.

Other faiths have diocese, archdiocese, area, synod, presbytery, etc. Check official source for accurate designation.

8.13 Check, rather than follow listings in 8.1, 8.2.

8.14 Abbreviations of the Bible:

Gen.	1 and 2 Kings	Song of Sol.	Obad.
Exod.	1 and 2 Chron.	Isa.	Jonah
Lev.	Ezra	Jer.	Mic.
Num.	Neh.	Lam.	Nahum
Deut.	Esther	Ezek.	Hab.
Josh.	Job	Dan.	Zeph.
Judg.	Ps. (Psa. plural)	Hos.	Hag.
Ruth	Prov.	Joel	Zech.
1 and 2 Sam.	Eccl.	Amos	Mal.

New Testament:

Matt.	Rom.	Col.	Heb.
Mark	1 and 2 Cor.	1 and 2 Thess.	James
Luke	Gal.	1 and 2 Tim.	1 and 2 Pet.
John	Eph.	Titus	1, 2 and 3 John
Acts	Phil.	Philem.	Jude
			Rev.

Sports IX

9.1 BASIC SUMMARY:

Name of event—athlete's full name, his affiliation, performance (given in time, distance, points scored, or whatever performance factor is appropriate).

Observe punctuation. It calls for dash after event and commas. Semicolons are not used. Time follows the colon usage, but the word "time" is not used. The word "points" should be used with first listing only, where applicable to the event.

Example:

Mile—1, Ron Delany, Ireland, 4:06. 2, Derek Ibbotson, Britain, 4:05.5. 3, Don Bowden, United States, 4:08.2.

Include the colon before seconds in times of less than a minute, :10.2 or :50.6.

Condensed summary:

100—1, Jones, SMU. 2, Brown, Rice. 3, White, Texas. :09.7.

In the condensed summary, performance is given at end of listings of each event. If a record is broken, the former record is given immediately following the record performance in the expanded summary—but at the end of the condensed summary.

Tabular Summary:

Yacht	Elapsed Time	Corrected Time
1. Seagull	12:05.00	9:21.13
2. Comanche	11:18.20	10:12.12
3. Etc.		

Match Summary:

Althea Gibson, New York, N.Y., defeated Sally Moore, Bakersfield, Calif., 8-6, 2-6, 6-0.

9.2 BASEBALL:

The box score:

MINNESOTA	ab	r	h	bi
Oliva rf	4	0	1	0
Ward lf	1	0	0	0
Rollins ph	1	0	0	0
Hall cf etc.				
Totals	30	3	6	3

LOS ANGELES	ab	r	h	bi
Piersall cf	3	0	1	0
Smith lf	4	0	1	0
Rodgers pr	0	1	0	0
Totals	31	1	7	1

Minnesota	000	000	201-3
Los Angeles	000	000	001-1

E—Clinton, Satriano. DP—Los Angeles 1. LOB—Minnesota 7, Los Angeles 5. 2B—Oliva. 3B—Torres. HR—Hall (12). SB—Piersall. S—Knoop. SF—Hall.

	IP	H	R	ER	BB	SO
Pascual W 15-11 8 2-3	7	1	1	1	1	6
Worthington	1-3	0	0	0	0	0
Newman L 13-10	8	5	2	2	2	5
Latman	1	1	1	0	1	0

Newman faced 2 men in 9th.

HBP—By Pascual (Rodgers). Balk—Worthington. WP—Pascual. T—2:09. A—15,615.

In a game where the home team scores winning run in final inning, the explanation is given just before the linescore.

The above box is the standard used for all regular season games. It is transmitted in half-column agate in Teletypesetter. Longer player names are abbreviated, and only one position is shown for any player.

For All-Star and World Series games, headings may be expanded to full-column measure:

AB R H BI PO A

Footnotes are listed separately instead of being run together:

a—Flied out for Spahn in 4th.

b—Singled for Narleski, etc.

The summary starts with DP. The hitting summary, starting with 2B (or whatever extra-base hit) should include description of any score that is not batted in:

SF—Aaron. Musial scored on a wild pitch in 1st; Fox scored on a double play in 6th, etc.

The pitching summary is reduced to four categories:

IP H R ER

Bases on balls and strikeouts are listed and paragraphed:

BB—Turley 2 (Thomas, Spahn). Narleski (Aaron). SO—Turley 3 (Banks, Mazerowski, Jones). Spahn 2 (Mantle, Williams).

Umpires in final paragraph carry league designation:

—Rommell (A), Gorman (N), etc.

Bare linescore form:

Detroit 241 200 003—12 13 0
New York 000 000 221— 5 10 0

Lary, Aguirre (8) and Wilson; Monroe, Trucks (3), Sturdivant (8), Kucks (9) and Howard. W—Lary, 4-3. L—Monroe, 8-1. HRs—New York, Mantle (24). Detroit, Kaline 2 (16).

Schedule, result, standings, probable pitcher summary form:

BASEBALL AMERICAN LEAGUE

	Won	Lost	Pct.	GB
New York	48	26	.649	—
x-Kansas City	38	37	.507	10½
etc.				

x—late game not included.

Monday's Scores

Chicago 7, Boston 4

Cleveland 12, New York 2, night

Detroit at Baltimore, rain.

Today's Games

Cleveland (Grant 6-6 and Bell 3-2) at New York (Ditmar 3-1 and Maas 4-7), 2, Twi-night.

Wednesday's Games

Cleveland at New York

Chicago at Boston, night

Only games scheduled.

Afternoon paper headings say "today" and spell prior and subsequent days. Morning paper headings spell all days.

Standings are moved separately after afternoon games and repeated after night games.

The baseball forms should be followed on minor leagues.

In lists of results give winner first, except:

Where there are line, period, inning or box scores, home team is last, win or lose.

9.3 FOOTBALL:

All football games, whether using the two- or one-point conversion, will use the same summary style.

Army 8 6 15 6-35
Stanford 16 7 3 2-28

Army—John 6 run (Chambers run)

Stan—Temple 2 run (Central pass from Temple)

Stan—Powers 26 run (Powers run)

Army—Tennyson 11 run (kick failed)

Stan—Lutz 22 pass from Chambers (Chambers kick)

Stan—FG Lutz 23

Army—Tennyson 34 pass interception (Lutz kick)

Army—Brandt 22 punt return (Lutz pass from Tennyson)

Stan—Safety Doaks tackled in end zone

Army—Halmark 16 pass from Tennyson (run failed)

A-26,571.

Field goal is abbreviated to FG. Safety is spelled. It is not necessary to give any symbol for touchdowns or conversions.

In both college and professional football, the distance of a field goal is from the point the ball was kicked—not the line of scrimmage. Also, goal posts in college football are 10 yards back of the goal line. That distance must be included.

Football Statistics:

STANFORD, Calif. (logotype)—Statistics of the Army-Stanford football game:

	Army	Stanford
First downs	7	5
Rushing yardage	153	172
Passing yardage	71	62
Return yardage	69	51
Passes	4-9-0	4-7-1
Punts	4-37	5-44.2
Fumbles lost	2	3
Yards penalized	60	30

(Note—Return yardage includes punt returns, pass interception returns and fumble returns, but not kickoff returns.)

EASTERN CONFERENCE

	W	L	T	Pct.	Pts.	OP
New York	5	2	1	.714	205	105

Ties do not figure in percentage.

9.4 BASKETBALL—The box score form:

SEATTLE

	G	F	T
Taylor	8	2-4	18
Totals	22	12-19	67

KENTUCKY

Beck, etc.

Halftime: Seattle 30 Kentucky 27.

Note—In both NBA and ABA score by periods is carried in place of halftime score as follows:

Seattle 10 17 15 14-56

Kentucky 15 15 15 15-60

No positions are given after player name, but five starting players should be listed first and substitutes in order of appearance.

Add after linescore:

Fouled out—Seattle: Jones, Kentucky: Green.

Total fouls—Seattle 42, Kentucky 37.

(Note—In the American Basketball Association which has both 2-point and 3-point baskets, footnotes are used to explain as follows:

(3-point goals: Brown 1, Smith 2, etc.)

A-15,601.

Expanded football standings are headed by the name of the conference. The form then:

	Conference				All Games					
	W	L	T	Pts.	OP	W	L	T	Pts.	OP
Michigan	6	0	0	126	34	9	1	0	141	48

The form for basketball:

	Conference			All Games				
	W	L	Pct.	W	L	Pct.	Pts.	OP
Bradley	5	0	1.000	14	1	.933	1260	975

Basketball box scores in TTS are moved in half-column measure and carry only G F T headings.

Standings are the same as football except that points column is not carried. The headings are Won, Lost, Pct.

The form for standings:

EASTERN DIVISION				
	W	L	Pct.	GB
Boston	30	15	.667	—
New York	25	25	.500	7½

9.5 HOCKEY—The lineups:

New York—add NHL

Toronto: Goal—Bower, Smith. Defense—Stanley, Horton, Baun, Brewer, Douglas. Forwards—Bathgate, Keon, McKenney, Armstrong, Pappin, Shack, Kelly, Mahovlich, Pulford, Stewart.

New York: Goal—Plante, Greene. Defense—Howell, Neilson, Brown, Johns, Seiling. Forwards—Gilbert, Goyette, Henry, Nevin, Ingarfield, Duff, Mikol, Marshall, Hadfield, Ratelle.

Referee—Udvari. Linesmen—Papelich, Hayes.

(Both goalies are listed under goal. Starting goalie is listed first.)

(Please note we list the entire front line as forwards, and therefore no spares are listed. Do not use first names of officials).

Where the lineups are held until after the first period is completed, the first period scoring summary should be attached to the lineups. Otherwise it is sent separately. It takes this form:

New York—add NHL

First period—1, New York, Henry 21 (Goyette) 2:15. 2, Toronto, Bathgate 16 (Keon, McKenney) 8:19. Penalties—Duff 2:43; Mikol 7:26.

(Please note that each score is numbered, and that the figure after a man's name represents his total goals for the season to date. This, however, applies only to the National Hockey League. Shots on goal are sent with period summaries and at the end.)

Example of summary:

Third period—None. Penalties—Baum 4:15; Neilson, major, 17:00; Duff 18:12.

Shots on goal by:

New York	8	9	4—21
Toronto	6	8	6—20

A—14,520.

(Only major penalties are so designated.)

The final score is sent as a bulletin.

Standings:

NATIONAL HOCKEY LEAGUE

	W	L	T	Pts.	GF	GA
Montreal	50	9	1	101	245	113

9.6 HORSE RACING.

NEW YORK (logotype)—The field for Saturday's \$75,000-added Wood Memorial, 1½ miles, at Aqueduct:

PP	Horse	Jockey	Prob. Odds
1.	Sacred River	Sellers	10-1
2.	Traffic	Adams	4-1
3.	Chieftan	Rotz	8-1

Owners—1, Mrs. Ethel Jacobs. 2, Rokeby Stable. 3, Cambridge Stable. etc.

Weights—All carry 126 pounds. Gross value—\$89,250 with nine starters; \$58,012.50 to winner, \$17,850 to second, \$8,925 to third, \$4,462.50 to fourth. Post time—4:50 p.m. EST.

(If weights are not all same, weights should be included after the name of horse.)

Results:

THISTLE—9

9th—\$1,600 clmg 4 & up 1 1-16 mi off 547½ time 1:48 3-5.

a—Mr Action 118 R. Borg	4.40	3.20	2.60
Blimey 116 T. Fortune	—	5.20	3.80
Pirro 120 G. Smithson	—	—	5.80

Also: Gem Cutter, f-Baseball, a-Paris Fleet, Geo K.

f-Field; a-Jones entry.

(after final race)

A—6,256

Total handle \$420,071.

After a second race, if there is a daily double, the form:

Daily Double:

Commendation and Lucky Ballot—9 & 11—paid \$36.20.

HARNESS RACING—Same as running race results except where trotting or pacing events are in heats, when position and finish of each heat is required. Where there is betting, prices precede the heat tabulation.

9.7 BOXING—Match style summary:

Eddie Lynch, 152, New York, out-pointed Johnny Saxton, 154, Philadelphia, 10.

If a knockout, use "knocked out."

If a technical knockout, use "stopped."

If two officials vote for one boxer and the third votes for the other, it is a split decision.

If two officials vote for one boxer and the third votes a draw, it is a majority decision.

In championship fights, "Tale of The Tape" form:

	Olsen	Langlois
Age	26	29
Weight	160	160
Height	5-10½	5-9
Chest (normal)	39	40
Chest (expanded)	42	42
Reach	70	68
Biceps	13	14
Forearm	11½	12
Waist	32	33
Thigh	22	22½
Calf	16	13
Fist	12	11½

Facts and Figures:

SAN FRANCISCO (Logotype)—Facts and figures of the world middleweight championship fight between champion Carl "Bobo" Olson of San Francisco and Pierre Langlois of France:

Date—Wednesday, Dec. 15.

Place—San Francisco Cow Palace, capacity 18,000.

Distance—15 rounds.

Television—Nationwide, CBS, with blackout 100-mile radius of San Francisco.

Radio—Nationwide, CBS.

Time—10 p.m. EST

(Other pertinent information may be included such as estimated attendance, estimated gate, shares of the purses, etc., as available.)

When a fight is scored by rounds, the form:

NEW YORK (logotype)—Scorecards of the Carmen Basilio-Billy Graham 15-round welterweight title bout:

Rd.	Ref. Tom Swift	Judge John Jones	Judge Phil Cook	Logo.
1	B	B	B	B
2	B	B	B	B
3	B	B	B	B
4	G	E	G	G
5	G	G	G	G
6	G	G	G	G
7	B	B	B	B
8	B	B	B	B
9	B	B	B	B
10	B	B	B	B
11	B	B	B	B
12	G	G	G	G
13	G	G	G	G
14	G	G	G	G
15	B	B	B	B
	9-6	9-5-1	9-6	9-6

Scoring by points: (Basilio-Graham)

Rd.	Ref. Phil Harris	Judge Dick Smith	Judge Joe Hunt	Logo.
1	10-10	10-10	10-10	10-10
2	10-9	10-9	10-9	10-8
3	etc.			
Totals	147-132	145-134	etc.	

9.8 GOLF: Summaries are medal or match play.

Medal play: At the end of each day's play, low scores and ties are cumulatively given:

Ben Hogan 70-70-66-206

On the final day when money winnings are reported, the amount is inserted:

Ben Hogan, \$2,800 70-70-66-64-270

Home towns are given only in major amateur tournaments with home town on second line.

Match play:

Ben Hogan defeated Gary Player 4 and 3.

Arnold Palmer won from John Snow by default.

The form for pairings—Match:

8 a.m.—Ben Hogan vs. Gary Player.

Medal:

8 a.m.—Ben Hogan, Gary Player, Arnold Palmer.

The form for cards:

Par out	454	343	454-36
Par in	443	545	344-36-72
Hogan Out	444	333	etc.
Hogan In	444	445	etc.
Snead Out	434	343	etc.
Snead In	444	454	etc.

9.9 TRACK AND FIELD—Use basic summary, either condensed or expanded, depending on value.

Where the winning time, or distance, is a record, the form:

Mile-1, Ron Delany, Ireland, 3:52, world record; old record 3:53.6, Herb Elliott, Australia, Dec. 15, 1958. 2, Don Bowden, etc.

In summaries, record is given in the same form.

Team standings are given at the end of summaries in conference meets. The form:

TEAM SCORING—Michigan 97, Illinois 67, Iowa 63½, etc.

Use yards or meters as indicated in summaries in listing track events and include "hurdles" and "relay" after distances as indicated.

Full names of relay team winners should be listed:

Mile relay-1, Manhattan: Vern Jones, Joe Dixon, Lou Carty, Ed Thomas, 3:15. 2, Syracuse, 3:16. 3, Brown, etc.

9.10 SWIMMING—The same form as track summaries except events are identified by distances and style and points are included in diving: 100 freestyle, breaststroke, backstroke, individual medley, medley relay. Distance precedes each style.

Platform diving-1, Bob Clotworthy, Ohio State, 60.41 points. 2, Bob James, Yale, 59.71. 3, Tom etc.

9.11 TENNIS, badminton, table tennis—Use match summary form. The form for scores: 6-4, 6-3, 6-2.

9.12 ROWING—Basic summary.

9.13 FENCING—Match summary for dual and small meets and divide into epee, foil and saber classes.

In major meets where competitors meet in round-robin competition and divided into "pools" the form:

EPEE—First round, four qualify for semifinals:

Pool 1	W	L
Smith, U.S.A.	4	1
Lopez, Chile	3	2

Footnotes may be needed where a tie is decided on number of touches, or some such means.

9.14 CROSS COUNTRY—(Marathon) Tabular summary in meets giving 10 or more places; basic summary for less than 10 places.

9.15 DOG SHOWS—Summaries by groups have five places. The form:

SPORTING GROUP—Pointers:

1. Ch Magic of Mardomere, owned by Mardomere Kennels, Glen Head, N.Y. 2, etc.

The same form applies if judging is by breeds.

9.16 LACROSSE (soccer, polo, water polo)—Give scores by chukkers (periods) and list goals scored by individuals in paragraph form by teams.

9.17 AUTO RACING—Tabular summary with driver, car make, owner and average speed. Basic summary will suffice on lesser contests or where there are few drivers.

9.18 SHOOTING—(rifle, pistol, etc.)—Tabular summary with name, hometown, hits, handicap and total.

9.19 SKIING—Tabular summary for jumping, cross-country, downhill and slalom races. Jumping table should give distance of each jump and point total. Cross-country table should give time and handicap if used in event.

9.20 BOBSLEDDING—Tabular summary.

9.21 BOWLING—There are several forms. They are:

Jones	161	161	174
Smith	208	etc.	
Totals	802	903	887

In singles matches a fourth tabulation is added, giving the bowler's total for the three games. Handicaps are figured with the totals.

The Peterson summary:

	W	L	Pins	Pts.
John King, Cleveland	20	8	5886	137.36
Carmen Salvino, Chicago	16	12	5816	132.16
Tony, etc.				

9.22 WEIGHTLIFTING—Tabular summary with table for each weight class, giving name, affiliation, pounds lifted in each of three lifts, and total pounds lifted.

9.23 FIGURE SKATING—Tabular summary.

9.24 SPEED SKATING—Basic summary.

9.25 GYMNASTICS—Basic summary, events by name (sidehorse, horizontal bar, etc.) with points scored.

9.26 CYCLING—Basic summary.

9.27 WRESTLING—Match summary. Key words are "pinned" and "outpointed." Point scoring should be given after name and affiliation of loser if a decision match.

Teletypesetter X

Teletypesetter copy must meet requirements of conversion to metal.

Revision of material must retain, or regain, line justification. It is preferable to transmit an entire paragraph where a revision means casting several lines.

See current directives for transmission of material that is not to be cast, or changing type fonts.

All material must be transmitted in justified lines. Informative material, not for publication, must be justified but quads may be dropped instead of dividing words.

Numerical sequence and continuity must be observed.

10.1 Datelines are capitalized, light face, and except for major cities should carry the state. (See 2.7) There is no spacing in state abbreviations. Abbreviations should not be divided at the end of a line.

10.2 Dates are omitted from datelines. Days of the week are spelled throughout the AMS report. In the PMS report, the use is "to-day" and spell prior and subsequent days.

10.3 Notes to editors take several forms.

Nonpublishable: EDITORS—The following dispatch contains material which may be objectionable to some readers.

EDITORS—developing, top expected about 11 a.m. EST.

Such nonpublishable notes are followed by a 3m dash.

10.4 Current cycle advances, where release time is not fixed by source, carry only: Adv for 6:30 a.m. EST, or Adv for 6:30 p.m. EST. In Daylight Saving Time the slug is EDT.

Advance for a subsequent cycle carries a slug: Adv Tues PMS May 24. It also carries a closing note: End Adv Tues PMS May 24 (or AMS).

Current cycle advances do not require visible caution in tape.

Subsequent cycle advances carry in visible tape: MAY 24 at start of each take.

10.5 Identify leads, inserts, adds, revisions plainly. Give understandable pickup lines and precise location in story. Avoid duplicating key subject words in slugs where more than one story deals with the same field. This insures proper matching of leads, adds, etc.

10.6 Absence of parentheses on monitor printers requires special handling of parenthetical matter.

Where parenthetical matter occurs it must be indicated. In stories, where part is embargoed for later use, it either is separated in the story by 3m dash (in its proper sequence) and boldface caution Adv for 00.00 time and End Adv followed by 3m dash, or may be sent as add at end of story under 3m dash with advance slugs and notation where to insert.

Within paragraphs, a parenthetical word or phrase usually is evident by the extra spacing which occurs on the monitor in place of the parenthesis.

10.7 Where a name is unusual and occurs only once, add note under 3m dash repeating name and saying it is correct. Check monitor to insure correctness.

10.8 In long lists of names, or similar compilations, break into paragraphs (with appropriate punctuation) after each six or eight lines, with next to last paragraph including the word "and" without punctuation after "and."

10.9 In textual matter, the signature should be flush right. Title, date and other descriptive matter are on a second line. Where signatures are multiple and of equal importance, set one flush left and other flush right and if names are too long to permit spacing, divide name and run over (right or left) under each.

10.10 In Teletypesetter, put addresses in separate paragraphs.

Instead of saying John Doe of 125 W. 71st St., Kansas City, Mo., was among those cited, make separate paragraph read: Doe lives at 125 W. 71st St., Kansas City, Mo.

That form permits deletion of the address by a distant or uninterested point without having to set a paragraph over.

10.11 Avoid transitional paragraphs except in introduction of lists, introduction to statistics or recital of events.

"Production," he said, "will equal, if not exceed, that of the past year." He added:

"The current outlook indicates a better growing season."

The above form means setting over if last paragraph is deleted.

In the following form, the paragraph may be deleted without new composition:

"Production will equal, if not exceed, that of the past year," he said.

"The current outlook indicates a better growing season."

10.12 Time zones are needed only in informative notes, release time of advances, radio or TV programs, or stories in which a time zone is part of required information. Where mention is made in a story that a conference, session, meeting, etc., is to be held at a certain hour, that information should be in a separate paragraph.

When zone is included it should be converted to EST or EDT.

It is NOT necessary to include time zones in accidents, fires, etc. A wreck at 3 a.m. gives the reader the clear picture without a time zone.

10.13 Weather table:

Temperature and precipitation in inches for the 24-hour period ending at 7:30 a.m., March 20:

	Temp.		Precip.
	High	Low	(T-trace)
Aroostook	80	70	T
Beaumont	92	72	.30

Aroostook and vicinity: Generally fair and warmer today. High 80-85. (Form for AMS would spell the day.)

Short form:

NEW MEXICO: Partly cloudy and warm today, mostly cloudy and continued warm with showers and possibly thunderstorms Sunday. (Change "today" to "Saturday" for AMS report.)

10.14 Play listings:**FABLE**

"Rashomon": Music Box—A Japanese fable of brutality as seen by four witnesses. Clair Bloom and Rod Steiger head the cast.

10.15 Land description:

SE $\frac{1}{4}$ NW $\frac{1}{4}$, Sec. 2 T. 10 S., R2E. Lot 3, NW $\frac{1}{4}$ Sec. 2, T. 9S, R2W. S $\frac{1}{2}$ Sec. 10, T. 9S, R6E, sixth principal meridian.

10.16 Book review:

I WAS THERE. By John Doe, Scranton, Pa. County Press. \$4.50.

John Doe has been around and his observations have been put into a readable volume. Travelers will find many things in this book that they have overlooked in their travels and will give them a guide for their return.

John Henry

Bylines and credit lines follow several forms, bold face and center in all cases, with the name capitalized. The "y" in "by" is lower case.

Forms:

By ALTON BLAKESLEE

Identification is up and down:

AP Science Writer

Where the byline replaces logo-type (use only one or the other, not both):

By THE ASSOCIATED PRESS

If copyright, add up and down:

Copyright 1965

Where a story is written for The Associated Press:

By CASEY STENGEL

Manager New York Mets

(Written for Associated Press)

When a substitute column is sent for a regular fixture, it should be labeled "Sub for Thomas" or may take this form:

By SAUL PETT

(For Hal Boyle)

Include reason at end under 3m dash.

Information slugs of "PMS in" or "AMS in" are not used in TTS.

The TTS numbering and slugs vary. The numbers, visible in tape, may be preceded by "D" or "N" or some other letter, identifying the circuit. The monitor copy will show the same thing. The visible material in tape will appear as gibberish on justified line monitor printers. On circuits which change regularly from body to agate and back the letter "A" in visible tape and on monitor printers after the number indicates agate.

A115wyf

Ike lead

The "wyf" on the monitor printer is the "115" visible in the tape; the "Ike Lead" identifies the material.

The publishable form of editor's note:

EDITOR'S NOTE—Trapped in a cave, Donald Ames scribbled notes in the darkness describing his wait while rescuers cleared rock slides to reach him. "It was tough," he said, "to write without being able to see. I couldn't read some of the notes when I got out."

Here is his story as he could decipher:

By DONALD AMES

Written for Associated Press

or, the underline may read:

As Told to Associated Press

Stories which run 100 lines or more of monitor copy should be slugged "MORE" and subsequent takes should carry the heading the first carried (whether current cycle without visible advance, or subsequent-cycle advance with tape visible caution). The first take also should say how many takes there will be.

It is not necessary to repeat date-lines on subsequent takes but clear subject connection must be indicated in the slug.

Where future cycle advance is broken into takes and does not move in entirety in one cycle, additional guidance for desks is needed:

TA316 MOONSHOT May 24 take

3. Previous TA315 moved May 10.

Filing Practices XI

There are three forms for fast handling news:

The FLASH—seldom used.

The BULLETIN—for prime news, kill notes, releases.

The URGENT—for just under prime news.

The form for the "FLASH"

A153 FLASH

WASHN—Men land on moon.
(signoff)

The flash is followed immediately by a publishable bulletin.

Flashes and bulletins are written as the result of an event or an announcement. Pre-punching in tape either a flash or a bulletin in anticipation of a major story is strictly forbidden.

The BULLETIN should be one terse paragraph. Subsequent matter does not carry the former "bulletin matter" slug.

A bulletin may start with a byline. If not, and a byline is to be used, the byline is added under dash after end of an add:

The form:

A123 Bulletin Draft

WASHINGTON (AP)—The November draft, etc.

signoff

A124 draft

Washn—draft add A123: men.

The call was one, etc.

dash

By WALTER P. MEARS

Associated Press Writer

signoff

An underline may identify the writer as AP Special Correspondent, AP Science Writer, or whatever, instead of "Associated Press Writer."

The URGENT may be so slugged, but preferably is offered in a 95 schedule. Before breaking the wire for an unscheduled URGENT, check to determine what remains of matter being sent. There may be little wordage left so it is preferable to wait for the finish to avoid chopped up report. The editor controlling the wire will determine movement of the scheduled URGENT, whether to make a moving item more or wait.

Stories are to be laid down on member desks, and in tape, with the minimum breaks and short takes.

Stories of 150 or more carry the wordage count (and it must be accurate) at the start, as:

A150 Draft 350

If wordage exceeds 500, and all the story is in hand, it is broken into "takes":

A145 Draft 400, 2 takes Total 800

A147 Draft, take 2 400 age.

Takes should not exceed 500 words, but need not necessarily be that precise length. An 800-word story may be broken at 350 and 450—300 and 500—just so continuity is preserved. Also a thoughtful division may provide members with a choice of length.

Leads or revisions require clean pickups. In a story where a number of paragraphs start, or end, with the same word, more than a one- or two-word identification is needed, as:

The subcommittee delayed

The subcommittee heard

Also a lead may pick up in one paragraph, delete one, and then pick up balance. As an example: The lead picks up in 2nd graf, then eliminates 3rd graf, and picks up again in 4th graf, the lead should include the 4th paragraph (deleting the 3rd, of course) and then pick up in 5th paragraph. A lead should be written far enough down to make a clean pickup.

A story wrapping up angles from many places may carry the line:

By THE ASSOCIATED PRESS

at the start of the story. Some newspapers prefer a dateline. In some instances, it will be necessary to repeat at the end of such an item the first paragraph with the dateline, logotype, and pick up in the second paragraph. Adjust the dated paragraph to eliminate name of city if repetition is undesirable.

Where a story originates in one place, but may have a precede from another, avoid "here" and "there" in it, just as the words are avoided in material which does not have a dateline.

To avoid parentheses, where material from another area is included in one dateline, the form:

LONDON (AP)—Prime Minister Harold Wilson said he had learned of efforts in Washington circles to aid Britain's entry into the European Common Market.

In Washington, there was no comment.

Wilson did not, etc.

Do not use "Pick up previous at start" on a datelined story.

DEVELOPING STORIES

A key, or tag, word is used after the book number on a story, regardless of brevity, where there is obviously a developing situation. As: A150 ships (followed by the item). As the story develops, the slug includes (after tag, Ships, "lead" and 2nd lead, and so on. If the story carries over into the AMS cycle, the slug would be Ships, 1st NL, and so on. "Bjt" would be included if the story is listed in the digest.

A story breaking in the AMS cycle and carried over has only the tag, or "lead" as any other PMS story.

The same form applies to a story where there may be sidebars or related material. For example:

If there is a plane crash in Lebanon and a prominent passenger (Zilch) is aboard and there is a London story about Zilch, the slug "Plane" on the original story then includes Zilch."

A150 Plane Zilch

LONDON (AP)—A. A. Zilch, etc.

To revise the London sidebar:

A150 Plane Zilch

London Zilch A145 sub 6th graf changing destination: trip.

Zilch was en route to London.

Traveling 7th graf

(signoff)

The key words, or tag, show topic—some thought must be given to avoiding duplicate tags on unrelated stories as fire, wreck, etc.—and are used in leads, adds, inserts, sub, revisions, with those identifications following the key word, locations, pickup, or whatever.

The key, or tag, follows the book number and gives the wordage: A150 Health 250, A150 Smoking 300, A150 Taxes 500, etc.

On AAA wire stories do not attention pickups to side, or regional, wires. Instead, send that information on those wires, as on BBB for example:

B125 Atomic

Editors: Washn atomic A150 may pick up B101 at 4th graf "Earlier" etc. The wire designations would be changed to fit wires involved.

A developing fire story on a side, or regional wire, may have several leads there before the story moves on the AAA. When it does move AAA the slug merely is "FIRE" without reference to earlier matter on the side wires. However, a later add to the AAA story might move on the side wires, and pick up into earlier side wire material:

B121 Fire

New York fire A150 add: stories.

Seven departments answered the alarm.

Police were, 6th graf 3rd lead B100.

ADVANCES

Advance material requires fullest identification, both in the slugs and in the visible tape.

There are several forms of advances: for use in current cycle, for a specified hour, on a hold for release basis, for a future cycle, and the Sunday ams advances. The automatic release time for the wire services is 6:30 a.m. or p.m., EST or EDT. Sources may fix certain hours, or material (presidential message) may have a fixed release time either in the current, or a future, cycle.

Slugs vary according to the advance.

Advances not originated by The Associated Press and where the release is designated by the source for AMS or PMS, carry a 6:30 p.m. (or a.m.) EST (or EDT) slug. The form:

adv for 6:30 a.m. EST

Where the source fixes an exact time, the form:

adv for 1 p.m. EST (or whatever the time)

The "hold" for release slug:

adv HOLD, release due 11 a.m. EST.

Such advance is released by a bulletin, either when a speech (for example) is delivered or when a release is broken. Editors should be advised if a "hold" advance has not been released, and also should be told (in a succeeding cycle) if a release has been broken ahead of the specified time.

No tape visible is required on current cycle advances, and no closing line is needed. Both tape visible at start and a closing line are needed in future cycle advances.

AP Newsfeatures budget stories for Sunday AMS will start at the first of each month numbered A300 and continue in sequence to the end of the month. At the first of the next month, the A300-series is begun again.

Where advances are more than 500 words in length they are divided into takes, the same as in spot copy. If advances are to be a series, the number of parts should be included.

Example:

A321 FEB 26 (the book number 321 and date FEB 26 are translated into tape visible)

adv Sun AMS Feb. 26

Thai, Part I, 800, 2 takes

EDITOR'S NOTE—The growth and industrialization of Thailand have been impressive. In this, the first of five articles, William L. Ryan explains the background.

By WILLIAM L. RYAN

AP Special Correspondent

BANGKOK, Thailand (AP)—The substance

(signoff)

A322 FEB 26 (322 and FEB 26 again in tape visible)

adv Sun AMS Feb. 26

Thai, Part I, take 2

close with descriptive of next part, avoiding use of day of week:

Next: Thai farmers.

end adv Sun AMS Feb. 26 moved Feb. 10

(signoff)

Other future cycle daily advances require the book number and date in visible tape. The form:

A150 FEB 28 (150 and FEB 28 in visible tape)

adv Tues PMS Feb. 28

following that line, any descriptive (length, takes, number of parts if series, byline or overline, date-line).

The closing line:

end adv Tues PMS Feb. 28 moved Feb. 20

(signoff)

Revision of future cycle advances follows the same form of slugs that the original had. Example:

A103 JAN 17

New York mayor moved as A153 Jan. 3 adv for Tues PMS Jan. 17 insert after 3rd graf:

(the insert, then)

**While the 4th graf
end adv Tues PMS Jan. 17, moved Jan. 5**

(signoff)

ADVISORIES

There are two forms: Editor's Note and Note to Editors.

The Editor's Note precedes publishable material (see example in Teletypesetter section for one form, in "Advances" in example A321 for another.

A Note to Editors may call attention to something in the report, something expectable or helpful in planning, that a report is being investigated, or staffers are en route to a disaster, a "hold" advance has not been released or released prematurely, explanation of upcoming series, or advise of outstanding photos or when leads are expected.

Editors should be kept fully informed.

REVISIONS

Corrections, reruns of garbled matter, developments, need dateline, topic word, book number and location in previous. An example:

A123 Taxes

Washn Taxes A101 repeating garbled 3rd graf from end fixing garble:

The debate attracted one of the largest crowds in recent years.

Although 2nd graf from end

The example "2nd graf from end" is for quicker and easier location than 17th graf (from start).

The same form would apply to corrections which would include the entire paragraph (if a substantial change—ordinary typographical errors or letter-transpositions are not corrected **UNLESS** meaning is changed, or incorrect word reads but doesn't make sense).

Where a correction makes a VITAL change, a separate note to editors (or inclusion in the revision itself) should be sent giving the dateline, book number, topic and explaining the radical change. For example:

• Editors: In Paris De Gaulle A105 please note that correction A131 inserts negative "not" in his remarks.

THE KILL

When it is mandatory to kill a story to remove possibly libelous material from the report, this is the form:

A123 BULLETIN KILL

New York—Kill story John Doe arrested, A105. Doe NOT jailed.

Editors—New York story John Doe jailed, A105, has been killed. A kill is mandatory. Make certain the story is NOT published.

sign off

The kill note should say why the story is being killed and, if possible, say whether there will, or will not, be a sub. If that information is not available and cannot be included in the note, a later, separate, note to editors is sent.

The kill note explains why, but avoids general terms such as "dangerous" or "libelous."

The kill note is repeated in the following cycle.

CORRECTIVE

The corrective, where there is a delay between the original and the corrective, carries the dateline, subject matter, book number and date of the previous story. The form:

A153 Corrective

Papers which printed the New York story of Feb. 10 on the rail merger, A105 at 10:15 a.m., are requested to print the following:

The corrective story then moves.

The corrective should not say "The Associated Press regrets" or "is glad to correct" or similar.

To kill a paragraph, or paragraphs, of a story that has had adds, leads, or other revision, identify the part, or parts, to be killed by more than the paragraph number, as:

Killed paragraph starts "The court initially" and ends "yet to be heard." Or:

Killed paragraphs start "The count initially" and end "not earlier."

Both start and end identifications should have enough words to clearly locate the parts, in case other paragraphs start or end with one or two of the same words.

Biographical sketches are released in simple form under dash at the end of first take:

release sketch 1234567.

Notice of a sketch release is included in the next cycle of the death.

Identify corrections for photos, mailed pages or other material not carried on wires. The form (as applicable to whatever segment):

Editors—In mailed pages "Stamps" for Tues PMS Jan. 17 mailed from New York Jan. 10 in 6th graf change name to Bolivia instead of Brazil. AP Newsfeatures.

NOTE: That is a form of wire correction which does not repeat a whole paragraph.

ALL-AMERICA

There is only one All-America football team. This is Walter Camp's selection through 1924, and The Associated Press selections after 1924. Do not call anyone an All-America player unless he is listed either on the Camp or AP roster.

Similarly do not call anyone an All-America basketball player unless on AP selection. This selection started in 1948.

The same rule applies to the Little All-America teams in both football and basketball.

WIDE WORLD

Wide World is a supplementary service for feature and special assignment pictures, and a commercial service department. It operates in conjunction with AP Newsfeatures.

MISCELLANY

The Associated Press usually does not carry denials of stories not by AP, but editors may be informed by wire note of circumstances. Denials are carried, however, when they make news.

All wire notes, messages and publishable information—as well as stories—carry time and date as part of the operator signoff.

Messages of urgency are slugged 95.

“All Points” messages have replaced the “17” of the past. “All Points” messages calling for round-ups or other material must be cleared with New York first.

The 97 message continues for markets and the financial department, but for the tabular department, the messages are slugged “TAB.”

Messages must be clearly identified for departments: AP World, AP Newsfeatures, Wide World, Sports, Cables, etc.

Messages going through relay are addressed to the control bureau for the eventual recipient and signed by the sending bureau, i.e.:

AX for Athens (information) NY

Identify message content. “Referring our 6:03 PES yesterday, any answer?” means research and time wasted. Include essentials for quick identification as: “Referring bids Arcania stadium, our 6:03 PES Jan. 10, any answer?” If there is delay answering an inquiry, another message is sent.

Make schedules short and informative and give CORRECT wordage. Include names in schedules of deaths.

WORLD SERVICE

AP World Service requests and replies should be slugged plainly as dealing with that department to insure delivery. Time and messages will be saved by remembering to include home towns and addresses of foreigners in AP World Service copy.

WIREFOTO

Bureaus and sending stations on the Wirephoto network schedule pictures verbally to the New York monitor, who controls the network.

In scheduling a picture, it is essential to describe the picture and give a brief sizeup of its value—whether the picture is worth general distribution or only regional movement. Pictures of value or interest for the greatest number will be transmitted first. Periodically, there are regional network splits during which prime regional or state network pictures are moved.

Captions must be accurate and complete so that no question is left unanswered. Captions should be complete enough to stand on their own without having to depend on a news story.

First names, initials, titles and identifications are basic. Nicknames should be avoided except for widely known sports figures. Unusual circumstances under which a picture is taken are pertinent and should be included in the caption. Where a picture is outstanding, the name of the photographer whether he's an AP staffer or on a member paper should be carried in the caption.

Any copyright notice must be included.

Kills, eliminations and corrections are handled on the same basis as they are in the news report except that Wirephoto matters are channeled through the New York Photo Desk.

Notices involving kills, important corrections, reverse prints, etc., are handled on the news wires and backstopped by transmission on the Wirephoto network. The New York Photo Desk should be consulted promptly on all such matters prior to sending any wire note or network transmission.

Eliminations are handled by a transmitted note both on the news wires and on the Wirephoto network. Regional eliminations are handled on a network split after consultation with the New York Photo Desk by the bureau involved.

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Copy Markings

¶	ATLANTA—When organization of	paragraph
or	is over. [Now it will be the first	paragraph
	the last attempts.)	
or	(With this the conquering is to	no paragraph
6	according to ~~the~~ this compendi-	elisions
	the [Jones] [Smith] firm is not in the	transpose
	over a period of <u>sixty</u> or more in	use figures
	there were <u>9</u> in the party at the	spell
	Ada, <u>Oklahoma</u> , is in the lead at	abbreviate
	the <u>Ga.</u> man is to be among the	spell
	prince <u>edward</u> said it is his to	capitals
	accordingly ~~This~~ will be done	lower case
	the acc <u>user</u> pointed to them	join
	in these times it is necessary to	separate
	the order for the ^{stat} ~~later~~ devices	retain
BF/c or BF	[By DONALD AMES]	bold (black)
		face centered
	J. R. Thomas]	flush right
	[A. B. Jones Co.	flush left
	president ¹⁴ in a fine situation	caret
#	space (also 30 at end of item)	
” “ ’	quotation marks, apostrophe	
^	comma	
⊗ or ⊙	period	
=	hyphen	
—	dash	
	<u>a u n t</u> (underline a u)	
	d <u>o</u> <u>n</u> e (overline n o)	

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